

## EXHIBIT "A"

1. Answer telephone calls and inquiries regarding policies and dates.
2. Send out applications and schedule approved applications.
3. Maintain calendar and schedule off events.
4. Meet with prospective clients.
5. Meet with approved event clients to discuss policies and setup and schedule/plan for the event—including suggesting vendors and working with prospective vendors. (food, florists etc.)
6. The city shall receive 10% of any profit from professional services provided by the event coordinator directly to the client. (wedding planning, photography, singing)
7. Be on site to welcome and support vendors for events (caterers, florists etc.)
8. Be on site for event---provide assistance in running event. (amount of time to be determined)
9. Remain on site for event until closing

Events in the church (weddings) would require coordinator to remain on site for 100% of the time. The split of fees would be 50/50 with the city.

Events in the depot may not require the event coordinator to remain on site for 100% of the time. The split of the fees would be 80/20 with the city. In the case where alcohol is being served it would require for someone to be present 100% of the time.

Each of the events would be reviewed by Heritage Center Coordinator to determine the amount of time needed for Event Coordinator to be on site.

10. Schedule cleaning and maintenance of venues and equipment.